

AGENDA

OL PLANNING CONFERENCE
Sheraton - Fredericksburg
21 - 22 October 1987

Wednesday - 21 October

0900 - 0905	Opening Remarks	D/L
0905 - 1000	FY 87 MBO Results	D/L and DD/L
1000 - 1015	Break	
1015 - 1100	FY 87 Budget Results/FY 88 Programs	EO/OL
1100 - 1200	FY 88 Objectives	DD/L
1200 - 1300	Lunch	
1300 - 1500	FY 88 Objectives	DD/L
1500 - 1515	Break	
1515 - 1700	FY 88 Objectives	DD/L
1700 - 1800	Happy Hour	
1800 - 1930	Dinner	
1930 - 1945	ILSP Program Updates	C/ILSP
1945 - 2000	NHB Program Updates	C/NBPO
2000 - 2015	OHB Backfill	C/HCS

Thursday - 22 October

0700 - 0830	Breakfast	
0830 - 0930	FY 90/91 New Initiatives	EO/OL
0930 - 0945	Break	
0945 - 1045	Personnel Strategy for FY 88 (Recruitment and Rotations)	DD/L C/P&TS
1045 - 1100	Break	
1100 - 1130	OL Reorganization Status	D/L

O — Scheduled

X — Actual

Significant Funding Amount: \$_____ FY_____

[illegible]

Planning Officers' Meeting
10 a.m., Monday, 14 September 1987

STAT

AGENDA

- I. Introductions
- II. Guidance regarding Objectives, milestone charts, etc.:
 - Definitions of Initiatives, Objectives, Projects, and Studies
 - Explanation of Directorate- versus Office-level objectives
 - Explanation of "O" and "X" usage on milestone charts
 - Breaking down milestones to show completion of segments of objectives
 - Changing titles of objectives
 - Using numbers assigned to objectives by IMSS
 - Showing staff officer rather than contract employee as responsible officer (contract employee is secondary and may be shown in parenthesis)
 - Use of note at bottom of milestone chart
- III. Feedback from biweeklies
- IV. Budget guidance for FY 1989/90
- V. Suggested topics for OL Quarterlies
- VI. Guidance regarding reports of significant activities:
 - Need to clearly identify which component's statistics are being reported
 - Need to compare statistics with similar statistics reported in the same quarter of the previous year, whether for line items, requisitions, dollar values, or tonnage, etc.
 - Keep copy of reports submitted to IMSS for ready reference and for the information of successor